

Lynchburg Parking Authority

Minutes

City Manager's Office
900 Church Street
Lynchburg, VA 24504

Tuesday, July 11, 2006
5:00 p.m.

Members Present

Dennis Howard, Chairman
Michael Gillette, Vice Chairman
Bert Dodson
Tom Gerdy
Linda Jones

Members Absent

Kelvin Moore
Terri Proffitt

Staff Present

Kimball Payne
Lee Newland
Nicole Gilkeson

1. Call to Order

Mr. Howard called the meeting to order.

2. Approval of Minutes

The Authority approved the minutes as distributed with no amendments. Mr. Howard asked that it be stated in the minutes that the June meeting was cancelled via email communications due to the lack of agenda items.

3. Staff reports

Mr. Payne announced that five consultants submitted proposals for the parking Request for Qualifications. The timeline and the follow-up questions were submitted to the Parking Authority. Staff is in the process of reviewing the proposals and is roughly on schedule to issue the contract in August. The Authority discussed their involvement in the process and stated that the City staff would choose the consultant. The Authority agreed that one of the first tasks of the consultant would be to meet with the Authority.

Ms. Gilkeson stated that she had been in contact with Parking Officials from Roanoke to set a date for the Parking Authority to visit Roanoke to learn about how the City of Roanoke manages on and off street parking. A primary date was set for the afternoon of September 11; if the Roanoke officials cannot make this date, city staff and the Parking Authority will communicate their availability over email.

Mr. Newland gave a report on complaints received about parking along Commerce Street. He stated that due to complaints about long-term parkers using short-term spaces,

the spaces on the 700 block of Commerce Street were changed from two-hour to one-hour parking. The Engineering Division also investigated the potential of adding parking on 8th Street between Main and Commerce. However, the road is too narrow, the grade is too steep, and there are several entrances off that street, all of which would making adding parking in that location ill advised.

Mr. Newland also stated that he had been in contact with the owners of the parking lot across from Myers and Rhodes at Main and Commerce Streets. They would be willing to lease spaces to the City if needed.

4. Next steps

Staff will continue the process of selecting a consultant. Ms. Gilkeson will contact Roanoke parking officials to set up a meeting date in Roanoke in September. She will also ask for some information that the Parking Authority can review in preparation for the meeting and inquire as to whether a videotape was made of the Roanoke Parking Summit held in February. Mr. Howard suggested that there should be more parking information on the City's webpage, specifically in the "where-to" section and the map section of the website. Ms. Gilkeson will coordinate with Ms. JoAnn Martin and Ms. Proffitt to get this information on the City's website and the Lynch's Landing website

5. Adjourn

The meeting was adjourned with no further business. The next meeting will be held on Tuesday, August 8 at 5:00 p.m. in the City Manager's Office.